

## DEPARTMENT OF AGING

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# PROGRAM MEMO

TO: <b>Area Agencies on Aging</b>	NO.: <b>PM 02-08 (P)</b>
SUBJECT: <b>Fiscal Year (FY) 2002-03 Title V Planning Estimates</b>	DATE ISSUED: April 12, 2002
REVISED	EXPIRES: <b>Until Superseded</b>
REFERENCES: <b>PM 01-19 (P)</b>	SUPERSEDES:
PROGRAMS AFFECTED: <input type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input checked="" type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> Other: _____	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other Specify: <b><u>Title V Planning Estimates for State FY 2002-03</u></b>	
INQUIRIES SHOULD BE DIRECTED TO: <b>Your Assigned Title V Program Specialist</b>	

The purpose of this Program Memorandum (PM) is to transmit the Title V Planning Estimates for State FY 2002-03. These allocations include the following:

1. Senior Community Services Employment Program (SCSEP) federal Older Americans Act (OAA) funds received from the Department of Labor (DoL). Federal allocations are being transmitted at the same level as the prior year. When the actual grant award is received from DoL, the California Department of Aging (CDA) will revise the allocations to each Area Agency on Aging (AAA), if necessary.
2. State General Fund allocations have been annualized to coincide with the State minimum wage rate.

Under the OAA, each SCSEP grantee is required to submit the attached "Application for Project Grant Funds" (CDA 35, Part I, II, III, and IV, Rev. 07/01) and a corresponding budget narrative with a detailed cost analysis. Programs are to adhere to the final SCSEP Regulations dated May 17, 1995, which may be obtained by contacting your assigned SCSEP Specialist.

**Budget Information:** Enrollees will be funded at the State minimum wage of \$6.75 per hour. **State General Funds may only be budgeted for Enrollee Wages.**



**Cost Categories:** The cost allocation principals of Older Workers Bulletin 97-26 and PM 01-19 (P) should be applied when preparing your FY 2002-03 budget. Generally, charging of costs should be based on functions performed.

- **Program Administration:** The amount of federal funds expended for the cost of administration during a FY may not exceed 8 percent of federal funds. In addition, indirect costs associated with federal program administration cannot exceed 10 percent of the federal funds budgeted for administration (e.g., Federal Program Administration = \$8,000; Indirect cost = \$800).
- **Program/Enrollee Wages and Fringe Benefits (EWFB):** No less than 79 percent of the total federal grant award may be budgeted for EWFB.
- **Program/Other:** The balance of federal funds should be applied to the Program/Other cost category. Details of allowable expenses are outlined in PM 01-19 (P).

**Local Public Match Requirement:** The OAA requires that for each FY, not less than 10 percent of the non-federal share (matching requirement) shall be met from local resources. The non-federal share of costs may be cash or in-kind, or a combination of the two.

**Project Narrative:** Instructions for the annual Project Narrative will be mailed to each AAA separately. Changes or additions to last year's instructions will be noted in bold type.

**Equitable Distribution:** In March of this year, the Governing Board for Area 4 Agency on Aging (A4AA) which served Sacramento and Yolo Counties voted to discontinue administration of the SCSEP. CDA attempted, but failed, to locate an AAA from an adjoining Planning and Service Area willing to operate the program from a satellite office. Therefore, as outlined in the OAA, Section 507, and the priorities set out in the State's SCSEP Coordination Plan, CDA is charged with identifying and addressing the localities and populations for which SCSEP projects are most needed. This need is based on the equitable distribution of enrollee slots by county determined to be below parity, at parity, or above parity. Based on that analysis, and effective July 1, 2002, the 26 slots previously allocated to A4AA will be redistributed to the Fresno-Madera AAA. This redistribution will allow 26 of the identified 33 below-parity slots to be utilized in Fresno County.

**Each SCSEP grantee is required to submit a budget no later than 30 days from the date of this PM.** Please ensure that all items included in the budget package are complete and accurate, as this information will be used to finalize your FY 2002-03 contract.

**Original Signed By Lynda Terry**

Lynda Terry  
Director

Attachments